

Transit-Related Employees Equal Employment Opportunity Program Plan

REV. 1.0, AUGUST 1, 2021

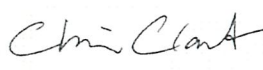


Department of Transportation Services
City and County of Honolulu

 **OCT - 8 2021**

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Revisions

Modification to this document will be made with any substantial changes to the plan and/or when the number of transit-related employees changes the program elements or employment conditions. Changes will be noted in the Document Change History below.

DOCUMENT CHANGE HISTORY			
REVISION	DATE	SECTION(S)	DESCRIPTION
	2015	Entire Document	Establishment of a full EEO program plan in accordance with provisions of Section 19 of the Urban Mass Transportation Act of 1964.
1.0	August 1, 2021	Entire Document	Revised to a modified version in accordance with abbreviated FTA circular program requirements.

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Definitions/Acronyms

For purposes of this program, the following definitions will be used:

1. **ASO:** Administrative Services Officer
2. **APTA:** American Public Transportation Association
3. **CEO/GM:** Chief Executive Officer/General Manager
4. **CCOH:** City and County of Honolulu
5. **Compliance:** Refers to a condition in which the FTA will find the DTS has met the requirements of the Program and there is no indication or evidence of discrimination on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.
6. **Contractor:** Means any entity or organization that has entered into a federally funded contract with the DTS.
7. **DHR:** Department of Human Resources, City and County of Honolulu
8. **DTS:** Department of Transportation Services, City and County of Honolulu
9. **Discrimination:** Refers to any act, or any failure to act, that has the purpose or effect of limiting, excluding, or denying a person employment opportunity because of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.
10. **EEO:** Equal Employment Opportunity. The availability of employment and advancement of all people on the basis of merit, capability, and potential, and without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. A concept which addresses Equal Opportunity for all persons in employment which includes recruitment, application processing, hiring, job placement, compensation, promotion, transfer, and termination.
11. **EEOC:** The Equal Employment Opportunity Commission.
12. **FTA EEO Program Submission Questionnaire:** FTA survey used to determine which agencies must submit full or abbreviated EEO Programs and which are responsible for maintaining limited programs.
13. **Equal Opportunity:** A system of practices under which individuals are not excluded from any opportunity or benefits because of their race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

14. **EOO:** Equal Opportunity Office, City and County of Honolulu
15. **FFY:** Federal Fiscal Year (October 1 to September 30)
16. **FHWA:** Federal Highway Administration
17. **FTA:** Federal Transit Administration.
18. **Goals:** Targets that employers may use to measure the overall effectiveness of their program. For instance, an employer may set goals for hiring women and minorities in job groups where there is underutilization. Goals are specific, temporary and flexible.
19. **HART:** Honolulu Authority for Rapid Transportation
20. **Minority or Minority Group Persons includes the following:**
 - a. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
 - b. **Black or African American:** A person having origins in any of the Black racial groups of Africa;
 - c. **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
 - d. **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - e. **American Indian or Alaskan Native:** A person having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
21. **OTS:** Oahu Transit Services, Inc. (TheBus and TheHandi-Van contractor)
22. **PD:** Position Description
23. **Problem Area(s):** The identified cause of job group under representation found within a job group.
24. **Promotion:** The movement of an employee to a position and title having a higher maximum salary range than the position previously held.
25. **Retaliation:** To take adverse employment action against an individual because they have exercised their rights protected under law by complaining in good faith about discrimination,

harassment, and/or retaliation, or assisted or participated in an investigation of such allegations, or otherwise engaged in protected activity.

26. **Selection Process:** Steps involved in employment or promotion decisions. Generally includes initial screening interviews; filling out applications; testing for employment; background and/or reference checks; interviewing for employment; and decision whether or not to hire or promote the individual.
27. **Subcontractor:** Means any entity or organization that has entered into a subcontract relating to a federally funded contract with a contractor to provide a service in connection with a program or activity initiated by the DTS.
28. **Timetables:** The time frame (in years) set for attaining measurable goals.
29. **Transit-related employee:** An employee of the DTS involved in any aspect of an agency's public transit operation funded by the FTA.
30. **USDOT:** United States Department of Transportation
31. **Underutilization:** Refers to a condition where there are fewer minorities and/or women employed at a rate than would reasonably be expected based on their availability in the relevant labor pool.
32. **Workforce:** The total of all regular authorized positions within a department. Such positions include only regular full-time and part-time positions, excluding those specifically exempted by the appointing authority.

1 Introduction

The Department of Transportation Services (DTS) is committed to providing a workplace free of discrimination, harassment and retaliation through our Equal Employment Opportunity (EEO) program (Program). The City and County of Honolulu (CCOH) receives federal assistance from the Federal Highway Administration and the Federal Transit Administration (FTA). As a condition of receiving this assistance, the DTS as part of the CCOH, has signed an assurance with the FTA that it will comply with all EEO statutes and regulations as stated in the United States Department of Transportation's (USDOT) FTA Circular 4704.1A.



DTS' Program is for the employees in the departments transit-related positions. However, some of the data that we collect in this plan is from all DTS employees and positions. An employee in a transit-related position is one that is involved in any aspect of DTS' public transit operation funded by the FTA.

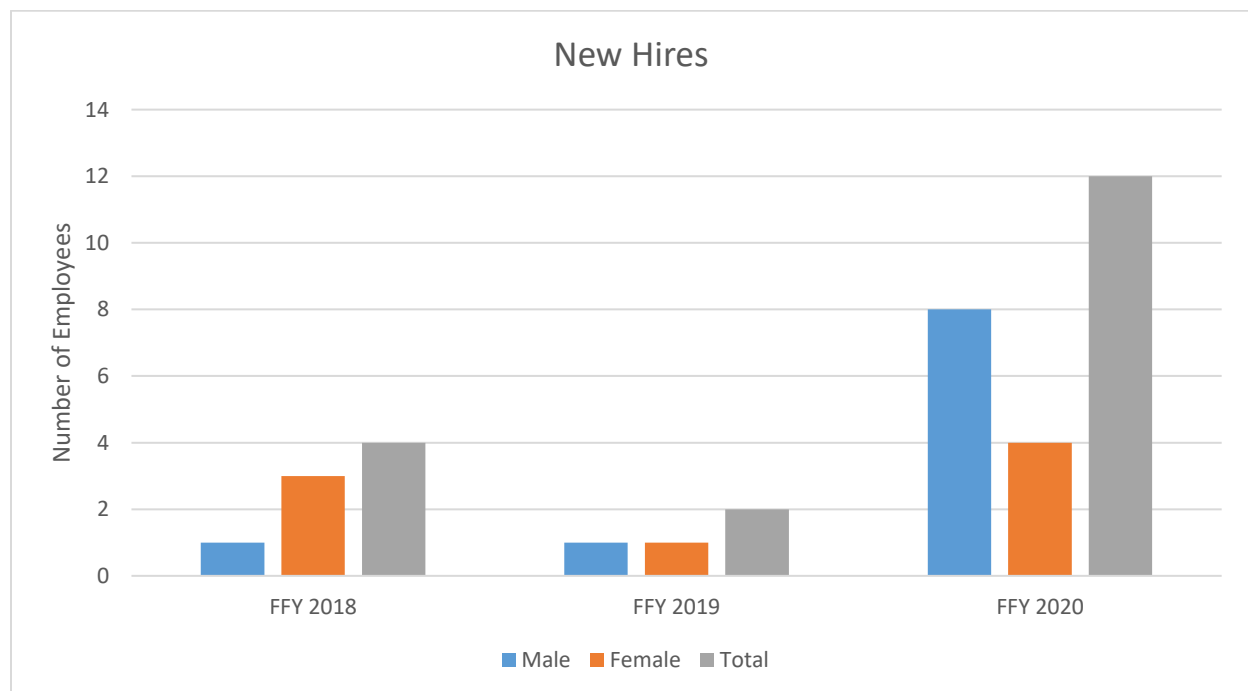
1.1 New Hires

During FFY 2018 (October 1, 2017 to September 30, 2018), there were a total of four (4) new employees hired in transit-related positions. In the Professional job category, one (1) Asian male was hired. In the Administrative Support Workers job category, three (3) Asian females were hired.

During FFY 2019 (October 1, 2018 to September 30, 2019), there were a total of two (2) employees hired in transit-related positions. In the Officials and Managers job category, one (1) white male was hired and in the Professionals job category, one (1) Asian female was hired.

During FFY 2020 (October 1, 2019 to September 30, 2020), there were a total of twelve (12) employees hired in transit-related positions. In the Officials and Managers job category, one (1) white female and three (3) white males were hired. In the Professionals job category, two (2) Asian females, four (4) white males, and one (1) Asian male were hired. In the Administrative Support Workers job category, one (1) Asian female was hired.

The chart below displays the male and female new hires for FFY 2018, 2019 and 2020.



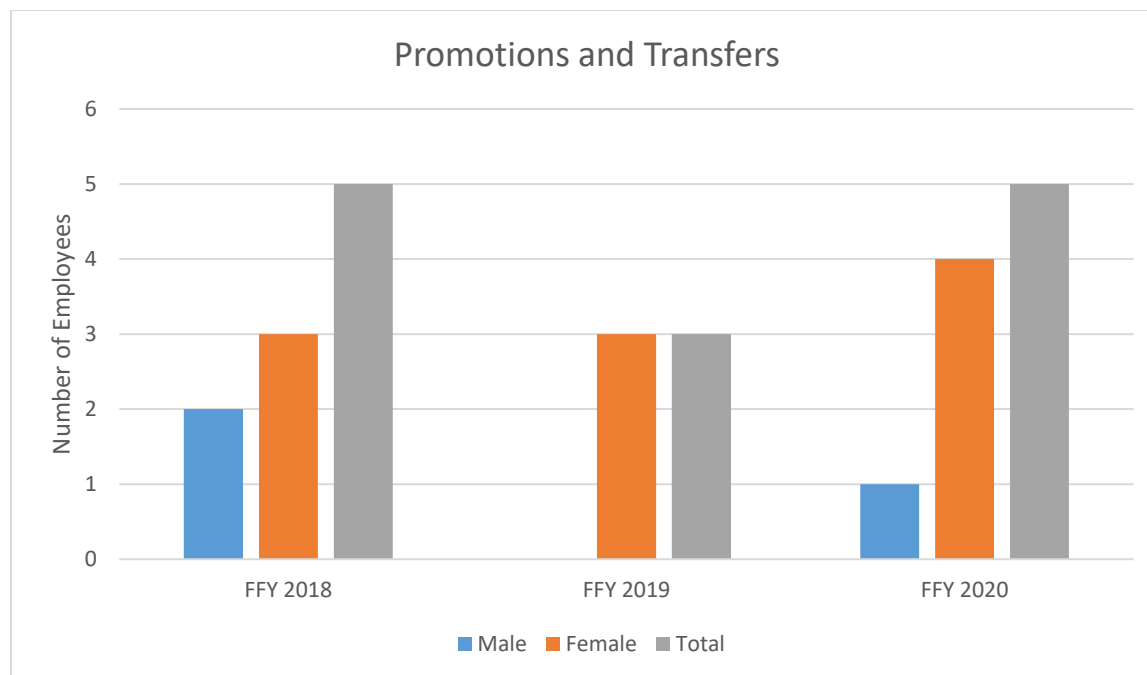
1.2 Promotions and Transfers

During FFY 2018 (October 1, 2017 to September 30, 2018), there were a total of four (4) transit-related employees that were promoted and one (1) transit-related employee that transferred to another City department. In the Professionals job category, two (2) Asian females and two (2) Asian males were promoted and one (1) Asian female transferred to another department.

During FFY 2019 (October 1, 2018 to September 30, 2019), there were a total of two (2) transit-related employees that transferred to another City department and one (1) transit-related employee that was promoted. In the Professionals job category, two (2) were Asian females and in the Administrative Support Workers job category, one (1) was an Asian female. No males were promoted or transferred during this period.

During FFY 2020 (October 1, 2019 to September 30, 2020), there were a total of two (2) transit-related employees that transferred to another City department, two (2) transit-related employees that transferred within the department, and one (1) transit-related employee that was promoted. In the Professionals job category, one (1) Asian female and one (1) white female transferred to positions within the department, one (1) Asian female transferred to another City department, and one (1) Asian male was promoted. In the Administrative Support Workers job category, one (1) Asian female transferred to another City department.

The table below displays the male and female promotions and transfers by FFY.



2 Background

Up until October 2018, DTS reported and implemented a full Program. A full Program is required from any FTA applicant, recipient, subrecipient, or contractor who 1) employs 100 or more transit-related employees and 2) requests or receives capital or operating assistance in excess of one million dollars in the previous federal fiscal year (FFY) or requests or receives planning assistance in excess of \$250,000 in the previous FFY. A full Program must be updated and submitted to the FTA every four years and consists of the following seven elements: statement of policy, dissemination plan, designation of personnel responsibility, utilization analysis, goals and timetables, assessment of employee practices, and a monitoring and reporting plan.

On October 9, 2018, FTA determined that DTS was no longer subject to the threshold requirements of a full Program or abbreviated Program based on their review of DTS' EEO Program Submission Questionnaire which had reported a total of 27 DTS transit-related employees. DTS' newly assigned responsibility for Rail Operations and Maintenance and the approved reorganization dated September

4, 2020 resulted in a total of 46 transit-related positions. Therefore, DTS revised their plan to a modified version of the abbreviated program requirements in the FTA circular. DTS remains subject to all applicable EEO Program Federal, State, and City laws and regulations.

DTS will continue to monitor the number of transit-related employees and will notify the FTA of any changes that will require the implementation of a full or abbreviated program.

3 Purpose

The purpose of the EEO Program is to provide a working environment that ensures non-discrimination to all employees and applicants on the grounds of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class or be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any project, program, or activity funded in whole or in part through federal assistance as directed in FTA C 4704.1A.

The DTS has established an EEO Program to eliminate barriers and to promote equal opportunity in employment. The Director of the DTS is committed to full program compliance. The position of Director is equivalent to a Chief Executive Officer or General Manager as referenced in Chapter 2, section 2.2.1, Statement of Policy in the FTA C 4704.1A.

4 Objectives

This program's objectives are:

1. To ensure that the DTS will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.
2. To ensure that the DTS will take action to ensure that applicants for employment and employees are treated without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Such action shall include, but not be limited to: recruitment, selection, compensation, promotions, transfers, layoffs, terminations, training, benefits, and terminations.
3. To ensure that the DTS makes available to employees and applicants for employment, notices setting forth the DTS' EEO policy. In addition, applicants/employees will be notified of DTS' procedures for filing complaints of discrimination internally, as well as externally with the DTS' EEO Officer, the City's Equal Opportunity Office and/or the FTA Office of Civil Rights.

5 Applicability

1. **General.** The FTA Master Agreement requires all applicants, recipients, subrecipients, and contractors receiving FTA funding to comply with applicable Federal civil rights laws and

regulations and to follow applicable Federal guidance, including Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000e); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); Equal Pay Act of 1963, as amended (29 U.S.C. § 206(d)); Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. § 621 et seq.); Title II of the Genetic Information Nondiscrimination Act of 2008, as amended (42 U.S.C. § 2000ff); 49 U.S.C. § 5332(b) of the Federal Transit Act; and the USDOT EEO implementing regulations (49 CFR Part 21).

2. **EEO Plan.** DTS does not meet the threshold requirements for a full or abbreviated program and have revised this Program plan to include a modified version of the abbreviated program elements found in FTA Circular 4704.1A.
3. **Frequency of Update.** DTS will revise their program plan when substantial changes to the plan, such as when the number of transit-related employees results in a change in program elements or employment conditions. A copy of the Program will be made available to the FTA, upon request, and located on DTS' website.

6 EEO Program Components

- Statement of Policy
- Dissemination Plan
- Designation of Personnel Responsibility
- Assessment of Employment Practices
- Monitoring and Reporting Plan

6.1 Statement of Policy

The policy statement expresses our department's commitment to EEO. It is a notice that all employees are protected under the EEO laws and employees may seek assistance if they believe that they have been subject to unlawful employment discrimination.

The policy statement covers all employment and personnel practices, including recruitment, hiring, promotions, terminations, transfers, layoffs, classification, compensation, training, benefits, and other terms and conditions of employment.

All EEO Programs must include a signed and dated EEO policy statement issued by the agency Chief Executive Officer or General Manager (CEO/GM). The DTS Director is equivalent to a CEO/GM.

The current policy statement is included in Appendix A and meets all the requirements as stated in Chapter 2.2.1 in the FTA C 4704.1A. The policy statement will be reviewed and updated at the naming of a new Director or EEO Officer.

6.2 Dissemination Plan

A successful EEO program requires effective communication including publicizing and disseminating the EEO policy statement internally and externally.

6.2.1 Internal Dissemination

- a. A memo from the Director to all employees, supervisors and managers affirming the department's commitment to the EEO Program and policy along with EEO policy statement will be posted on employee bulletin boards. See Appendix B for the EEO statement memo.
- b. The EEO policy statement and related posters and materials will be posted in conspicuous locations seen by employees, such as employee and department bulletin boards, employment/personnel office, and on the DTS website.
- c. The EEO policy statement is included in DTS' standard operating procedures and will be distributed during the new hire meetings with the EEO Officer.
- d. Management meetings will be held annually, at a minimum, to discuss the EEO Program and its implementation.
- e. DTS will seek input from employees annually to obtain recommendations on program implementation, suggestions for improvements, and discussions of any EEO related concerns.
- f. DTS will develop and conduct periodic EEO training for employees and managers, as needed.
- g. All EEO related meetings including agendas and sign-in sheets will be documented.



6.2.2 External Dissemination

- a. The DTS EEO policy statement will be disseminated to all outreach and recruitment entities (e.g., employment agencies, educational institutions, and minority and women's organizations).

- b. All recruitment ads (e.g., newspapers, magazines, websites, and social media) will say the City “is an equal employment opportunity employer”.
- c. The EEO policy statement and Program plan will be made accessible to the public and can be found in the Non-Discrimination Policies section in the DTS’ website at the following link:

<http://www.honolulu.gov/cms-dts-menu/site-dts-sitearticles/909-site-dts-tpd-cat/25762-non-discrimination-policies.html>

6.3 Designation of Personnel Responsibility

The FTA requires that the Director, EEO Officer, and management team have designative responsibilities to ensure an effective and successful EEO Program. DTS’ Project Management Team Organizational Chart is included in Appendix C and shows the reporting relationships between the Director, EEO Officer, and management team. The duties and responsibilities of the Director, EEO Officer and management team are as follows:

- a. The DTS Director has ultimate authority and responsibility for the implementation of the DTS’ EEO Program. The DTS Director shall delegate duties to achieve the policy goals as necessary and have the following duties:
 - i. Final authority and responsibility for compliance with the DTS EEO Program.
 - ii. Delegate to the DTS EEO Officer the responsibility for coordinating the overall administration of the DTS EEO Program.
- b. The DTS Director may designate an executive as the EEO Officer who will report to and is directly responsible to the agency’s Director. The designation of an EEO Officer who is responsible for the EEO Program management and oversight reflects DTS’ EEO commitment.

The DTS EEO Officer or his/her designate shall have the following duties:

- i. Develop and recommend an EEO policy and Program plan, including internal and external communication procedures, assist management in collecting employment data as needed, and identify problem areas.
- ii. Develop a monitoring and reporting plan to measure program effectiveness, determine where progress has been made, and where further action is needed.
- iii. Review the agency’s nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.
- iv. Concur in the hiring and promotion process by completing the New Hire and Promotion EEO Checklist for every new hire and promotion. See Appendix D for checklist form.

- v. Conduct EEO panel briefings with the selection committee before an interview, meet with new hires to inform them of our EEO program, and conduct exit interviews.
 - vi. In conjunction with human resources, periodically review employment practices policies (e.g., hiring, promotions, and training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
 - vii. Report to the DTS Director annually, at a minimum, on the department's employment progress, transfers, promotions, terminations, complaints, contractor compliance, oversight and monitoring responsibilities, and recommendations for improvements.
 - viii. Serve as liaison between the DTS, Federal, State, and local governments, regulatory agencies, minority and women's organizations, and other community groups as required.
 - ix. Monitor changes in EEO/Affirmative Action law and rules and assure that current legal information is disseminated to responsible officials and suggest changes to the DTS' EEO policy as necessary to maintain compliance.
 - x. Ensure that EEO complaints of discrimination are investigated and resolved in a timely manner.
 - xi. Periodically provide EEO training to employees, supervisors, chiefs and managers.
 - xii. In conjunction with human resources, advise employees, supervisors, chiefs, managers and applicants of available training programs and professional development opportunities and entrance requirements.
 - xiii. Periodically verify that the posted EEO policy statement is current.
 - xiv. Inform employees that EEO counseling and grievance procedures are easily available to all employees.
 - xv. Inform employees that they have the right to file a complaint alleging discrimination on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.
- c. Supervisors, chiefs, and managers are responsible for managing and implementing all aspects of the EEO Program and shall be delegated to perform the administrative, day-to-day, functions of the Program and have the following duties:
- i. Participate actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of DTS objectives.

- ii. Hold regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed.
- iii. Assess subordinates' training needs and identify appropriate training opportunities. This includes training opportunities for career and professional enhancements.
- iv. Cooperate with the EEO Officer in review of information and investigation of complaints.
- v. Conduct and support career counseling and professional development for all employees.
- vi. Ensure that the EEO Clearance Form (Appendix E) is completed during interviews and given to the EEO Officer for every new hire and promotion.
- vii. Assist EEO Officer with completion of New Hire and Promotion EEO Checklist (Appendix D) for every new hire and promotion.

6.4 Assessment of Employment Practices

The current employment practices and procedures are in accordance with the City's merit-based civil service laws.

6.4.1 Recruitment and Selection

Each year supervisors and division chiefs assess and determine the recruitment needs and forward these recruitment requests to the City's Department of Budget and Fiscal Services (BFS) and the Department of Human Resources (DHR) for processing. Position descriptions (PD) and minimum qualification requirements for vacant positions are reviewed in accordance with civil service requirements. The EEO Officer completes the New Hire and Promotion EEO Checklist (Appendix D) for every new hire and promotion to ensure concurrence with the hiring and promotion process and that actions of the agency are not discriminatory. The completed checklist will be filed with the Transportation and Performance Division. It is also determined if the recruitment will be Internal (Inter or Intradepartmental) and based on service merit/promotion or Open (external) (competitive recruitment). DTS conducts most of its recruitment using an open competitive recruitment.

The DHR recruits candidates through various technical and media means, including email blasts to outside agencies and individuals. These email blasts are also sent to City agencies and employees. Other recruitment sources include social media sites such as, website announcements at www.honolulu.gov/hr.html and LinkedIn. Other outreach efforts in collaboration with DTS job opportunities, include posting job recruitments with the Transit Intelligence, Transit Talent, Mass Transit Mag, the National Association of City Transportation Officials (NACTO), and American Public Transportation Association (APTA). The DTS will also look into posting their job opportunities with minorities and women's groups, such as Women's Transportation Seminar and the Small Business Administration.

Interested parties are required to complete a City and County of Honolulu Employment Application form (Appendix F), including supplemental questions. The DHR reviews the application and supplemental

questions to certify that applicants meet the minimum qualifications of the position. DHR certifies, prepares, and forwards to DTS Personnel Office a list of candidates meeting the minimum qualifications, and an interview panel of three to five members is formed which is race and gender balanced. Prior to the interview, the EEO Officer briefs the panel to ensure interviews are administered in a fair manner, in compliance with EEO requirements. For recruitment of transit-related positions, the panel is provided the EEO Clearance Form (Appendix E) to complete and return to the EEO Officer for collection of applicant data. During the interview, each applicant is observed by the panelists and the applicant's gender and race is documented. Race is broadly categorized into Hispanic or Latino, White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native, or Multi/Unknown.

Upon selection, a recommendation to hire is forwarded to the ASO who reviews the recommendation and the completed EEO Clearance form (Appendix E). The EEO clearance form is reviewed and signed by the EEO Officer and approved and signed by the DTS Director. This form indicates whether the candidate is a new hire or a promotion and provides the gender and race of each applicant along with the gender and race of the interview panel members.

6.4.2 Testing

All written, formal or scored tests used in the employment screening process will be identified and include a description of the test administration procedures, and whether the test was validated to predict or measure job performance, and will provide an assessment of nondiscriminatory impact.

6.4.3 Promotions

For promotional opportunities, all civil service employees pursuing higher classification positions are subject to the same recruitment and selection process explained above. The DTS personnel office notifies all employees weekly of new and promotional job opportunities within the City.

6.4.4 Transfers

Transfers to other City agencies occur when an employee meets the minimum qualification requirements for the prospective position. The transfer will require prior approval of the Director.

6.4.5 Seniority Practices

Seniority practices are included in the Collective Bargaining Agreements of the various bargaining units. Employees can be credited for seniority after the satisfactory completion of their probationary period. Seniority can be used in various scenarios, such as Promotions, Sabbatical Leave, Leave of Absence for Union Business, and Vacation Leave.

6.4.6 Benefits

All new employees are required to attend the DHR Benefits Processing Session (BPS) which provides information about medical benefits and compensation details. Employees are also asked to self-identify their race on the EEO Survey (Appendix G) for reporting purposes. All benefits are provided in accordance

with collective bargaining and the civil service rules for eligible employees. They include vacation leave, sick leave, holidays, training and development, medical care (medical, dental, prescription drug and vision care), group life insurance, deferred compensation plan, retirement plan, commuter choice pre-tax benefits, parking and eligibility for employee assistance program. All new employees must also attend a New Employee Orientation, regarding Workplace Violence, Sexual Harassment, Respectful Workplace, and Ethics.

6.4.7 Employee Development and Training

Training programs to improve employees' work knowledge, skills and abilities are provided by the DHR. DHR provides all employees with opportunities to enhance their professional development with the creation of the Training and Development Catalog. DHR also sends out notifications and reminders to all employees of upcoming or new training. Employees are required to obtain approval from their supervisor before signing up for any training courses. DTS managers and supervisors are also required to assess subordinates' training needs and identify appropriate training opportunities. This includes training opportunities for career and professional enhancements.

If funding is available, supervisors inform staff of various training classes and workshop opportunities offered outside of the City's training curriculum.

Supervisors and managers are responsible in part to meet DTS' EEO program goals by promoting training and career counseling opportunities.

6.4.8 Compensation

Compensation and adjustments are covered by applicable collective bargaining agreements or executive orders. Compensation adjustments shall be made in the following order: step movement, negotiated wage increase, change to a new pay schedule, re-pricing, promotion, reallocation and other personnel actions.

6.4.9 Termination and Layoff

DTS may terminate the services of an employee for failure in the following areas: failure to qualify for probationary or permanent appointment to continue the employment; failure to meet minimum performance requirements or standards; failure to report to work for fifteen days without notifying DTS, or failure to return to work within fifteen calendar days following the expiration of an approved leave of absence. An employee may also be terminated for the following reasons: placement cannot be made for an employee affected by a layoff; employee submits a resignation prior to, during or after the completion of an investigation.

A regular employee subject to termination shall be given a pre-determination hearing and given written notice ten calendar days prior to the termination. A non-regular employee shall be informed of the reason for termination in writing or before the effective date. When there is an impending layoff because of lack of work, need, or funds, the affected employee shall be notified in writing at a minimum of ninety calendar days prior to the effective date.

6.4.10 Disciplinary Action

Any disciplinary action, will be done in accordance with Civil Service Rules Chapter 12, Discipline, Pre-Determination Hearing, Discharge, and Demotion. Any violation of the laws and rules of the civil service system, a criminal offense related to the employee's position, and/or drug usage may be cause for disciplinary action. Disciplinary action shall be imposed within a reasonable period of time and may be in the form of an oral reprimand, a written reprimand, or suspension with explanation of the violation.

If disciplinary action leads to a discharge from the service, a pre-determination hearing will be held where a regular employee shall be given an opportunity to respond in writing or in person as to why the disciplinary action should not be applied. When an employee is to be discharged, a written notice at least ten calendar days in advance shall be given indicating the reasons for the discharge, the findings of the predetermination hearing, and the date of the discharge.

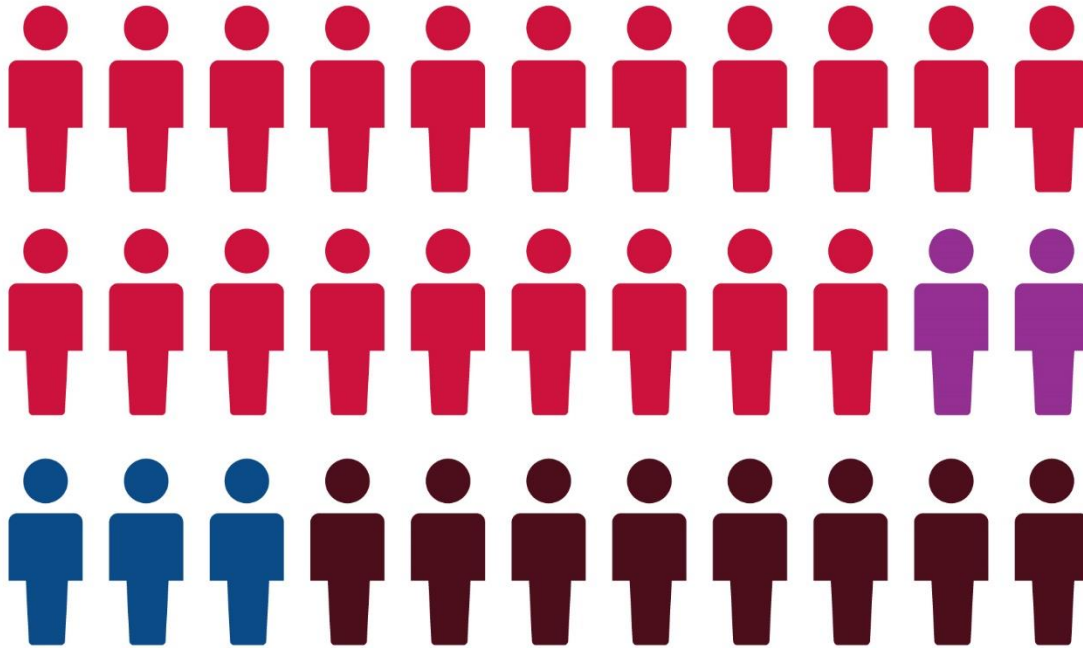
All personnel action records are confidential and held with the DTS personnel office.

6.4.11 Workforce Demographic








In September 2017, the DTS workforce was comprised of 30 transit-related employees. The number of total minority employees was 23 or 77% and the number of female employees was 15 or 50%.

In February 2021, DTS reexamined their transit-related positions due to the new reorganization of the department and new rail positions. Transit-related positions were identified in accordance with FTA requirements. DTS found that there were 46 transit-related positions of which 33 are filled and comprises DTS' current workforce. The number of total minority employees were 25 or 76% and the number of female employees were 16 or 48%. DTS currently has 13 or 28% vacancies.

Current Transit-Related Workforce Demographic Data



LEGEND

	American Indian/Alaskan Native, 0% <i>0% female/0% male</i>		Multiracial or Unknown, 9.1% <i>3.0% female/6.1% male</i>
	Asian, 60.6% <i>36.4% female/24.2% male</i>		Native Hawaiian/Pacific Islanders, 0% <i>0% female/0% male</i>
	Black, 0% <i>0% female/0% male</i>		White, 24.2% <i>9.1% female/15.1% male</i>
	Hispanic, 6.1% <i>0% female/6.1% male</i>		

The similarity in the workforce, total minority and female transit-related employee numbers between September 2017 and February 2021 demonstrates that DTS' workforce has not significantly changed. However, DTS anticipates workforce changes when future vacancies are filled.

The composition of transit-related employees by job categories: officials and managers, professionals, administrative support workers, and technicians, cross-referenced by sex and race, are included in the DTS Workforce Analysis Chart in Appendix H.

The Officials and Managers job category, has a total of 8 or 24% of employees of which 2 or 6% are female, 6 or 18% are male, 5 or 15% are white, 0 is black, 0 is Hispanic, 2 or 6% are Asian, 0 is Native Hawaiian Pacific Islander, 0 is American Indian or Alaskan Native, and 1 or 3% are multi or unknown.

The Professionals job category, has a total of 22 or 66% of employees of which 11 or 33% are female, 11 or 33% are male, 3 or 9% are white, 0 is black, 2 or 6% are Hispanic, 15 or 45% are Asian, 0 is Native Hawaiian Pacific Islander, 0 is American Indian or Alaskan Native, and 2 or 6% are multi or unknown.

The Administrative Support Workers job category, has a total of 2 or 6% of employees of which 2 or 6% are female, 0 is male, 0 is white, 0 is black, 0 is Hispanic, 2 or 6% are Asian, 0 is Native Hawaiian Pacific Islander, 0 is American Indian or Alaskan Native, and 0 is multi or unknown.

The Technicians job category, has a total of 1 or 3% of employees of which 1 or 3% is female, 0 is male, 0 is white, 0 is black, 0 is Hispanic, 1 or 3% is Asian, 0 is Native Hawaiian Pacific Islander, 0 is American Indian or Alaskan Native, and 0 is multi or unknown.

6.4.12 Employment Data for FFYs 2018, 2019 and 2020

DTS' employment data for FFYs 2018, 2019, and 2020 include New Hire and Promotions/Transfers for our transit-related positions, cross-referenced by sex and race. See Appendices I, J and K for the narrative and statistical data for each FFY. DTS currently does not have data for Applicants, Disciplinary Actions and Terminations, Training, and Individuals with Disabilities and Veterans, which are explained below:

- a. Applicant Data – DTS' Personnel Office no longer retains applicant data as of October 25, 2017. To address this area, DTS will collect the EEO Clearance Form (Appendix E) for the various transit-related positions. This form includes the sex and ethnicity of all applicants for each position that is being recruited. During the EEO panel briefings, the EEO Officer will instruct the selection committee to complete the EEO Clearance Form during the interviews and return to the EEO Officer.
- b. Disciplinary Actions and Terminations – DTS employees are subject to collective bargaining agreements and civil service rules applying to all disciplinary actions, including oral, written, suspension and termination. DTS does not retain this data.
- c. Training – Employees are encouraged to attend City and outside training classes and workshops. DTS does not retain this data.
- d. Individuals with Disabilities and Veterans – DTS does not retain this data.

6.4.13 Employment Assessment

DTS follows the employment practice guidelines and procedures of the CCOH's DHR along with the requirements as stated in the DTS EEO Program Plan. The CCOH's employment practice guidelines comply with all applicable Federal, State, and City EEO laws and regulations.

The completion and collection of the EEO Clearance Form, DTS EEO Transit-Related Employee Data Capture Sheet, and the DTS EEO Exit Interview form as set out in this plan will enable DTS to identify trends, deficiencies, problem areas, discrimination in our program or workforce, if they exist, and propose corrective actions as needed. DTS will keep and record the data for inclusion into our next EEO Program plan.

DTS is not aware of any significant employment barriers, discrimination regarding the employment procedures, or deficiencies in new hire and promotions/transfer employment data. DTS will continue to seek different ways to improve their EEO program, and will implement procedures and corrective actions as needed.

6.5 Monitoring and Reporting Plan

- a. The DTS will implement the following monitoring and reporting mechanisms for its EEO program.
 - i. EEO Officer conducts interview panel and new hire briefings, and exit interviews with every employee/position, which are described below:
 - EEO panel briefings with interview panel committee members are conducted to ensure interviews are administered in a fair and appropriate manner. The EEO Clearance Form (Appendix E) will be provided to the interview panel committee to complete and return to the EEO Officer for collection of applicant data.
 - New hire briefings are conducted to inform new employees of the EEO program and policy, and to obtain race and ethnicity data. Transit-related employees are invited to voluntarily complete the DTS EEO Transit-Related Employee Data Capture Sheet (Appendix L) to self-identify their race and ethnicity, which is needed for the employment data. The DTS' EEO Policy Statement and the Drug-Free Workplace Policy are provided to the new employees, and they are required to sign the "Acknowledgement of Receipt Form" that they have received these policies. See Appendix M for the Acknowledgement of Receipt Form.
 - Exit interviews are conducted to ensure non-discrimination at the work site. Employees are asked to complete the DTS EEO Exit Interview worksheet (Appendix N), which asks reasons for leaving, likes or dislikes about the job, report of EEO discrimination, and suggestions for improvements. The information on this form can be used to determine if discrimination exists and where improvements can be addressed.

Annual documentation of the number of EEO interview panel and new hire briefings, and exit interviews that were conducted for 2019 and 2020 are included in the EEO Interview Panel and New Hire Briefings, and Exit Interviews data sheet in Appendix O.

- ii. The department employment status and EEO-related information, including hiring, promotions, terminations, layoffs, complaints, new procedures, recommendations, etc., will be reviewed and discussed with the DTS Director annually or as needed. The program effectiveness will be discussed to assess where progress has been made and where further action is needed.
 - iii. The EEO Officer will monitor all EEO-related complaints for timeliness of investigations, resolutions, and reporting to management. A list and file of complaints is kept by the EEO Officer for tracking, reporting to management, and to monitor trends, if any.
 - iv. DTS will document all EEO-related meetings, employment reviews, lists of EEO panel briefings, new hire, and exit interviews. The documentation will include, meeting notices, agendas, follow-up actions, and sign-in sheets.
- b. The DTS has oversight and monitoring responsibilities of the Honolulu Authority for Rapid Transportation (HART) and Oahu Transit Services, Inc. (OTS) (see Appendix P) and will implement the following mechanisms to ensure EEO compliance and requirements are being met.
 - i. Annually conduct on-site monitoring of HART and OTS to review their program implementation and ensure that EEO requirements are being applied, deficiencies are being addressed, such as, policy statement and required EEO-related materials are being posted.
 - ii. Review and comment on their EEO four-year program plan, as required or when major changes occur in the workforce or employment conditions. If requested, DTS can provide documentation of HART's and OTS' program plan reviews.
 - iii. Maintain documentation of all monitoring and oversight meetings.

6.5.1 Future Action

- a. Implement the New Hire and Promotion EEO Checklist (Appendix D) to ensure all FTA requirements are met for new hire and promotion recruitments under Section VII, 3, b, iv.
- b. Implement and collect the EEO Clearance Form (Appendix E) to ensure applicant information is documented for future reports as required under Section VII, 3, c, vi for supervisors, chiefs, and managers.
- c. Implement and collect the DTS EEO Transit-Related Employee Data Capture Sheet (Appendix L) for new and existing employees in transit-related positions to ensure sex and race are documented for future reporting as required under Section VII, 5, a, i for new hire briefings.

- d. Collect and categorize information on the DTS EEO Exit Interview (Appendix N) form to determine if and where discrimination exists and where improvements can be made to the program as required under Section VII, 5, a, i during the exit interviews.
- e. Explore possibilities of posting DTS' job opportunities with minorities and women's groups, such as Women's Transportation Seminar and the Small Business Administration under Section VII, 4 Recruitment and Selection.

7 Discrimination Complaints

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, religion, national origin, sex, age, genetic information, disability, veteran status or retaliation may file a written complaint with the DTS' EEO Officer or the CCOH's Equal Opportunity Office (EOO) and/or the FTA Office of Civil Rights.

The final determination of all EEO complaints filed with the DTS will be made by the DTS. Any EEO violations could result in disciplinary action, up to and including termination.

7.1 Submission of Complaints

- a. Filing Complaints of Discrimination
 - Complainants may submit written complaints to the DTS' EEO Officer, the CCOH's EEO, and/or FTA's Office of Civil Rights.
 - In cases where the complainant is unable or incapable of providing a written statement, but wants the DTS to investigate alleged discrimination, a verbal complaint of discrimination may be made and the complainant will be provided assistance in filing the complaint.
- b. Complaint Format
 - Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination. The DTS has a Complaint Form for Reporting Discrimination, Harassment or Sexual Harassment and the DTS Complainant Consent/Release Forms (Appendices Q and R). Forms can be obtained from the EEO Officer at the DTS offices located at 650 South King Street, 3rd Floor, Honolulu, Hawaii 96813 or online at the DTS' website: www.honolulu.gov/dts.html. Complaints can also be filed by going to the CCOH's EEO website: www.honolulu.gov/hreohome.
 - The EEO Officer will provide the complainant or his/her representative with a written acknowledgement that the complaint was received within ten (10) working days from the date it was received.

c. Notification of Disposition

The EEO Officer shall notify the complainant within five (5) days, by registered letter, of the decision to investigate or not investigate the complaint.

- If the decision is to investigate, the notification shall state the jurisdiction, inform the parties that an investigation will take place, and request any additional information needed to assist the investigator in preparing for the investigation.
- If the decision is to not investigate, the notification shall specifically state the reason for the decision.

d. Complaint Investigation

- DTS Investigation – The DTS will conduct an investigation appropriate to the level of complaint filed.
- Priority Complaints – All incoming complaints shall be examined to determine if the discrimination alleged would be irremediable if not dealt with promptly. If such a determination is made, the complaint shall be given priority status. The processing, investigation, and determination of such complaints shall be accelerated to advance significantly the normal completion date of the process.
- Investigator's Preparation – Before beginning the investigation, the investigator shall send a letter of introduction, establishing the times and dates for the investigation and interviews. This preparation shall be completed within 30 working days after the assignment has been given to the investigator, contingent upon the investigator's workload and resources.

e. Investigative Report

A written report will be prepared by the responsible investigator at the conclusion of the investigation. This report will be reviewed by the EEO Officer and final determination to be made by the Director of DTS. The investigative report will include the following:

- Statement from named accused if an individual is "named" and/or the responsible official when a procedure or process is the focus of the complaint.
- Response by the named accused and/or the responsible official, as applicable.
- Description of the investigation, including a list of the persons contacted by the investigator and a summary of the interviews conducted.
- Statement of the investigator's findings and recommendations.

f. Non-Retaliation

Retaliation against an individual who files a charge of discrimination, participates in a discrimination proceeding, or opposes an unlawful employment practice is prohibited.

Directory of Contacts for Filing Complaints:

Christopher Clark, DTS EEO Officer

Department of Transportation Services

650 South King Street, 3rd Floor

Honolulu, HI 96813

c.clark@honolulu.gov

808-768-8345

808-768-6987

Denise Tsukayama, Equal Opportunity Officer

Equal Opportunity Office

650 South King Street, 10th Floor

Honolulu, HI 96813

dtsukayama@honolulu.gov

808-768-8505

Federal Transit Administration, Region 9

Office of Civil Rights

90 7th Street, Suite 15-300

San Francisco, CA 94103-6701

415-734-9490

415-734-9489 (Fax)



**DEPARTMENT OF TRANSPORTATION SERVICES
EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT
May 7, 2021**

The Department of Transportation Services (DTS) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

DTS' Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination with DTS' EEO Officer, City's Equal Opportunity Office, and/or the Federal Transit Administration's Office of Civil Rights. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

DTS is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As DTS' Director, I maintain overall responsibility and accountability for DTS' compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation and implementation, monitoring, and complaint investigation, I have appointed Mr. Christopher Clark, email: c.clark@honolulu.gov at 808-768-8399 as DTS' EEO Officer. Mr. Clark will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All DTS management and supervisory personnel, however, share in the responsibility for implementing and monitoring DTS' EEO Policy and Program within their respective areas and will be assigned duties to ensure compliance is achieved. DTS will evaluate its managers' and supervisors' performance on their successful implementation of DTS' policies and procedures.

DTS is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment on DTS' website and upon request. This policy statement is placed on employee bulletin boards at DTS' various work sites and website.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



J. Roger Morton, Director
Department of Transportation Services

Appendix B

**DEPARTMENT OF TRANSPORTATION SERVICES
CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET, 3RD FLOOR
HONOLULU, HAWAII 96813
Phone: (808) 768-8305 • Fax: (808) 768-4730 • Internet: www.honolulu.gov

RICK BLANGIARDI
MAYOR



J. ROGER MORTON
DIRECTOR

JON Y. NOUCHI
DEPUTY DIRECTOR

TP4/21-849590

May 7, 2021

MEMORANDUM

TO: DTS Ohana

FROM: J. Roger Morton, Director
Department of Transportation Services

A handwritten signature in black ink, appearing to read "J. Roger Morton", is written over the printed name and title of the Director.

SUBJECT: Equal Employment Opportunity Statement

The Department of Transportation Services (DTS) is an equal opportunity employer and is committed to ensure that no person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Therefore, I affirm our department's Equal Employment Opportunity (EEO) policy and apply our EEO program standards to all employment actions.

All applicants and employees have the right to file complaints alleging discrimination, and be provided reasonable accommodations due to a disability, or to practice or observe their religion.

While I will maintain overall responsibility and accountability for DTS' compliance with our EEO Policy and Program, all DTS management and supervisory personnel share in the responsibility for successful implementation and monitoring of the policy and program.

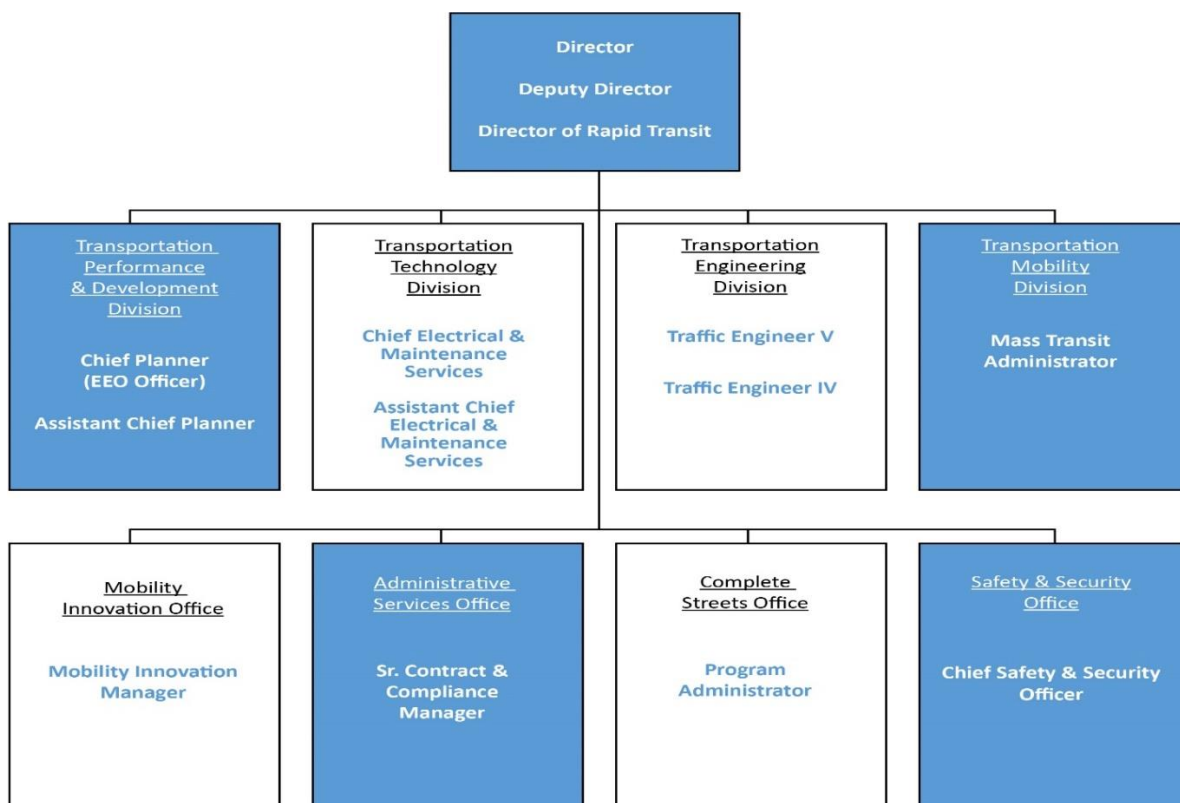
For a copy of our department's EEO Program, please go to:
<http://www.honolulu.gov/cms-dts-menu/site-dts-sitearticles/909-site-dts-tpd-cat/25762-non-discrimination-policies.html>

Appendix C

Department of Transportation Services
Project Management Team Organizational Chart (approved 9/4/2020)

The Project Management Team Organizational Chart below displays the leadership positions in relation to DTS' senior management officials. These include: Director (appointed by the Mayor), Deputy Director (appointed by the Mayor), and Director of Rapid Transit (civil service). The Director and Deputy Director positions changes with a new Mayor. The Director of Rapid Transit is the highest permanent civil service position in DTS.

There are eight (8) offices/divisions under the above senior management team: Mobility Innovation Office, Administrative Services Office, Complete Streets Office, Safety and Security Office, Transportation Engineering Division, Transportation Performance and Development Division, Transportation Technology Division, and Transportation Mobility Division. The designated EEO Officer is the Chief Planner for the Transportation Performance and Development Division.



LEGEND



Includes Transit-Related Positions

Appendix D

NEW HIRE AND PROMOTION EEO CHECKLIST

Division/Branch _____

Job Title _____ Position No. _____

	Requirements	Accomplish (✓)	Comments
	Proper Posting		
1	Checked requisite posting period		
2	Compared posting to job description		
3	Reviewed justification for internal or departmental only posting (if applicable)		
4	Verified Recruitment Plan – Ensure memo/email is a part of the packet		
	Job Description Review		
5	Determine whether this is an 1) existing position title or a 2) newly created position title.		
6	Examine whether the HR currently has incumbents in this position.		
7	Check the reporting relationship to ensure it is appropriate for the position.		
8	Ascertain whether the position title is appropriate for the overall nature of the duties described.		
9	Review job descriptions for similar positions to check for consistency.		
10	Review the salary grade; and confirm that it is appropriate for the job/position title.		
11	Confirm the position has been placed in the proper EEO category.		
12	Review general summary section to ascertain whether the description accurately reflects the core essence of the position. Examine each essential duty to determine whether the highest priority duties are consistent with duties ordinarily performed by an employee in this position. Essential functions will be listed in order of priority.		
13	Review the education and experience required by the job description. Verify that it is consistent with level of education and amount of experience		

Appendix D

	typically required by incumbents in this position or similar positions.		
14	For a supervisory or management position, review the organization chart and confirm that the position is appropriately titled by 1) comparing with similar positions, and 2) identifying the positions which are direct reports and reviewing the level of experience and education required for the subordinate staff.		
15	Review exempt/non-exempt status.		
	Applicant Pool Analysis		
16	Qualification verification of 1) candidates selected for interview, or 2) audit/re-screen all applicants.		
17	Confirm whether all candidates interviewed are eligible; justification for eligible candidates not interviewed.		
18	Diversity check/utilization reviewed.		
	Compensation Analysis		
19	Determination of internal salary parity.		
20	Justification for placement level in range.		
	Interview Review Process Examination		
21	Diversity in interview panel.		
22	Interview packet review (questions, ranking, inappropriate remarks, briefing)		
	Finalizing Review		
23	Identify EEO concerns, if any		
24	If rejected, discuss issue with HR representative. If appropriate, note concurrence on packet or attach justification for rejection if unable to resolve EEO concerns.		

 Manager/Supervisor

 Date

 EEO Coordinator

 Date

Concur:

 EEO Officer

 Date

Appendix E

TO: Chris Clark, DTS' EEO Officer

FROM: _____ TITLE _____

DIVISION: _____ BRANCH _____

EEO CLEARANCE FORM

Check One: ☐ NEW HIRE ☐ PROMOTION

NAME OF PERSON HIRED _____

JOB TITLE _____ POSITION NO. _____ SR/BC _____

(1) NUMBER OF APPLICANTS INTERVIEWED _____

(2) GENDER/ETHNICITY OF ALL APPLICANTS: (Hispanic or Latino, White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native, or Multi/Unknown):
(Best Guess)

(3) GENDER/ETHNICITY OF PANEL MEMBERS:

(4) JUSTIFICATION FOR RECOMMENDATION:

(5) ATTACHMENTS: (Please keep the following items to document the selection process)
(a) Referred List (Form 10) (b) Rating Scores (c) Others


Reviewed:

EEO OFFICER: _____ Date

Approved:

DTS Director: _____ Date

Appendix F

CITY AND COUNTY OF HONOLULU EMPLOYMENT APPLICATION			
		CITY & COUNTY OF HONOLULU Department of Transportation Services 650 South King Street, 3 rd Floor Honolulu, Hawaii 96813 (808) 768-8305 http://www.honolulu.gov/dts	
		Received: For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____	
POSITION TITLE:		EXAM ID #:	
LEGAL NAME: (Last, First, Middle)			
ADDRESS: (Street, City, State, Zip Code)			
HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS:	
Birth Month/Day (MM/DD)	Former Last Name, if Applicable (list only one; leave blank if none)		
HIGH SCHOOL EDUCATION			
DID YOU GRADUATE FROM HIGH SCHOOL? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YOU DID NOT GRADUATE, DO YOU HAVE A GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
COLLEGE OR UNIVERSITY EDUCATION			
SCHOOL NAME:			
SCHOOL LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED:	
MAJOR:	UNITS COMPLETED:		
SCHOOL NAME:			
SCHOOL LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED:	
MAJOR:	UNITS COMPLETED:		
SCHOOL NAME:			
SCHOOL LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED:	
MAJOR:	UNITS COMPLETED:		

Appendix F

WORK EXPERIENCE		
DATES: From: To:		EMPLOYER:
POSITION TITLE:		
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES:		
REASON FOR LEAVING:		
DATES: From: To:		EMPLOYER:
POSITION TITLE:		
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES:		
REASON FOR LEAVING:		
DATES: From: To:		EMPLOYER:
POSITION TITLE:		
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES:		
REASON FOR LEAVING:		

Appendix F

DATES: From: To:		EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)			
COMPANY URL:		PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES:			
REASON FOR LEAVING:			
DATES: From: To:		EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)			
COMPANY URL:		PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES:			
REASON FOR LEAVING:			
DATES: From: To:		EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)			
COMPANY URL:		PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES:			
REASON FOR LEAVING:			

Appendix F

DRIVER'S LICENSE		
DO YOU HAVE A DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No		
TYPE:	EXPIRATION DATE:	ISSUING STATE:
PROFESSIONAL LICENSE/CERTIFICATE		
TYPE:	EXPIRATION DATE:	
LICENSE NUMBER:	ISSUING AGENCY:	
TYPE:	EXPIRATION DATE:	
LICENSE NUMBER:	ISSUING AGENCY:	
ADDITIONAL INFORMATION		
SIGNATURE		
<p>I HEREBY CERTIFY that all statements made on or in connection with this application including those regarding my education and employment record are true and correct to the best of my knowledge. I agree and understand that any misstatements or omissions of material facts may cause forfeiture on my part of all rights to any employment in the service of the City and County of Honolulu. I understand that all information is subject to verification.</p> <p>Further, I understand that I may be required to pass a drug screening test, and that applications and attachments become the property of the City Department of Human Resources and will not be returned. Also, I will keep a copy of this application to bring with me to the interview.</p>		
Applicant Name:		Date:
REFERENCES (Optional)		
REFERENCE TYPE:	NAME:	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE:	NAME:	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE:	NAME:	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
I understand that these references may be contacted.		

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

Confidential Internal Document

NAME: _____
Last First Middle Initial(s)

MALE ☐ FEMALE ☐

DEPARTMENT/AGENCY: _____

See the reverse side of this form for descriptions of race/ethnicity categories. Parts 1 AND 2 of this form are based on different race/ethnicity groupings and reports that are required by separate federal agencies.

Complete Parts 1 AND 2

Part 1 Race/Ethnic Categories Reported to the EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	Part 2 Race/Ethnic Categories Reported to the U.S. DEPARTMENT OF JUSTICE
<p>USING THE LIST BELOW, <u>CHECK ONLY ONE CATEGORY</u> THAT BEST REPRESENTS YOUR BACKGROUND.</p> <p><u>CHECK ONLY ONE</u> CATEGORY FOR THE LIST BELOW:</p> <ul style="list-style-type: none"> 1 CHINESE 1 KOREAN 1 FILIPINO 1 JAPANESE 1 NATIVE HAWAIIAN / PART HAWAIIAN 1 WHITE (not of Hispanic / Latino origin) 1 AMERICAN INDIAN / ALASKA NATIVE 1 BLACK / AFRICAN AMERICAN 1 PACIFIC ISLANDER 1 HISPANIC / LATINO 1 OTHER 	<p>FIRST, ANSWER THE FOLLOWING QUESTION:</p> <div style="border: 1px solid black; padding: 5px;"> <p>ARE YOU HISPANIC / LATINO? YES <input type="checkbox"/> NO <input type="checkbox"/></p> </div> <p>THEN, USE THE LIST BELOW AND CHECK <i>ALL CATEGORIES</i> THAT ARE REPRESENTED IN YOUR BACKGROUND.</p> <p>CHECK <u>ALL APPLICABLE CATEGORIES</u> FROM THE LIST BELOW:</p> <ul style="list-style-type: none"> 1 BLACK / AFRICAN AMERICAN 1 AMERICAN INDIAN / ALASKA NATIVE 1 ASIAN 1 NATIVE HAWAIIAN / PART HAWAIIAN / PACIFIC ISLANDER 1 WHITE (not of Hispanic / Latino origin)

Appendix G

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

General Information

The City and County of Honolulu (City) is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the City invites employees to voluntarily self-identify their race and ethnicity, using categories specified by the Equal Employment Opportunity Commission (EEOC) and federal agencies that grant financial assistance to the City. [Reference: Public Law 88-352, Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Executive Order 11246] Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

This information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify specific individuals. If an employee declines to complete this survey, a race/ethnic category will be assigned by visual survey and according to applicable regulations.

RACE/ETHNIC CATEGORIES

CHINESE	Persons of Chinese descent
KOREAN	Persons of Korean descent
FILIPINO	Persons of Filipino descent
JAPANESE	Persons of Japanese descent
NATIVE HAWAIIAN/PART HAWAIIAN	Persons of Hawaiian descent, or part Hawaiian with any other descent
WHITE (not of Hispanic/Latino origin)	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
AMERICAN INDIAN/ALASKA NATIVE	Persons having origins in any of the original peoples of North America, and who maintain tribal affiliation or community recognition
BLACK/AFRICAN AMERICAN	Persons having origins in any of the Black racial groups of Africa
PACIFIC ISLANDER	Persons having origins in any of the South Pacific Islands, such as Guam, Samoa, or other Pacific Islands, excluding Hawaii
ASIAN	Persons of Chinese, Filipino, Japanese, or Korean descent; and original peoples of the Far East, Southeast Asia, or the Indian subcontinent
HISPANIC/LATINO	Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of any of the categories listed above
OTHER	Persons who do not identify with any of the categories listed in Part 1 on the reverse side of this form

Appendix H

DTS Transit Related Workforce Analysis Chart																													
Job Categories	Salary	Current Period As Of: May 27, 2021																		Current				Availability %		% of Under-Utilization		GOAL	
		All Employees			EMPLOYEES																								
					MALE									FEMALE									MIN					F	
		TOT	M	F	White	Black	Hispanic	Asian	NHPI	AIAN	M/U	White	Black	Hispanic	Asian	NHPI	AIAN	M/U	#	%	#	%	MIN	F	MIN	F	MIN	F	
Officials and Managers	P, O, N	8	6	2	4	0	0	1	0	0	1	1	0	0	1	0	0	0	3	37.5%	2	25.0%	72.6%	44.2%	-35.1%	-19.2%	3	2	
Professionals	H, I, J, K, L	22	11	11	1	0	2	7	0	0	1	2	0	0	8	0	0	1	19	86.4%	11	50.0%	69.9%	55.0%	16.5%	-5.0%		1	
Administrative Support Workers	B, C, E, F	2	0	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	100.0%	2	100.0%	86.4%	74.4%	13.6%	25.6%			
Technicians	D	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	100.0%	1	100.0%	80.5%	50.0%	19.5%	50.0%			
NHPI = Native Hawaiian/Pacific Islanders					MIN = Minority																								
AIAN = American Indian or Alaskan Native					F = Female																								
M/U = Multi or Unknown																													

Appendix I

DTS' Transit-Related Employment Data for FFY 2018 **(October 1, 2017 to September 30, 2018)**

New Hires

During this reporting period, there were a total of four (4) new employees hired in transit-related positions. In the Professionals job category, one (1) Asian male was hired. In the Administrative Support Workers job category, three (3) Asian females were hired.

Female New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	-	-	-	-	-
Administrative Support Workers	-	-	-	3	-	-	-	3
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	3	-	-	-	3

Male New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	1	-	-	-	1
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	1	-	-	-	1

Combined New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	1	-	-	-	1
Administrative Support Workers	-	-	-	3	-	-	-	3
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	4	-	-	-	4

Appendix I**Promotions/Transfers**

During this reporting period, there were a total of four (4) transit-related employees that were promoted and one (1) transit-related employee that transferred to another City department. In the Professionals job category, two (2) Asian females and two (2) Asian males were promoted and one (1) Asian female transferred to another department.

Female Promotions/Transfers								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	3	-	-	-	3
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	3	-	-	-	3

Male Promotions/Transfers								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	2	-	-	-	2
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	2	-	-	-	2

Combined Promotions/Transfers								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	5	-	-	-	5
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	5	-	-	-	5

DTS Transit-Related Employment Data for FFY 2019 **(October 1, 2018 to September 30, 2019)**

New Hire

During this reporting period, there were a total of two (2) employees hired in transit-related positions. In the Officials and Managers job category, one (1) white male was hired and in the Professionals job category, one (1) Asian female was hired.

Female New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	1	-	-	-	1
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	1	-	-	-	1

Male New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	1	-	-	-	-	-	-	1
Professionals	-	-	-	-	-	-	-	-
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	1	-	-	-	-	-	-	1

Combined New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	1	-	-	-	-	-	-	1
Professionals	-	-	-	1	-	-	-	1
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	1	-	-	1	-	-	-	2

Promotions/Transfers

During this reporting period, there were a total of two (2) transit-related employees that transferred to another City department and one (1) transit-related employee that was promoted. In the Professionals job category, two (2) were Asian females and in the Administrative Support Workers job category, one (1) was an Asian female. No males were promoted or transferred during this period.

Female Promotions/Transfers								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	2	-	-	-	2
Administrative Support Workers	-	-	-	1	-	-	-	1
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	3	-	-	-	3

DTS Transit-Related Employment Data for FFY 2020 (October 1, 2019 to September 30, 2020)

New Hire

During this reporting period, there were a total of twelve (12) employees hired in transit-related positions. In the Officials and Managers job category, one (1) white female and three (3) white males were hired. In the Professionals job category, two (2) Asian females, four (4) white males, and one (1) Asian male were hired. In the Administrative Support Workers job category, one (1) Asian female was hired.

Female New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	1	-	-	-	-	-	-	1
Professionals	-	-	-	2	-	-	-	2
Administrative Support Workers	-	-	-	1	-	-	-	1
Technicians	-	-	-	-	-	-	-	-
Grand Total	1	-	-	3	-	-	-	4

Male New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	3	-	-	-	-	-	-	3
Professionals	4	-	-	1	-	-	-	5
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	7	-	-	1	-	-	-	8

Appendix K

Combined New Hires								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	4	-	-	-	-	-	-	4
Professionals	4	-	-	3	-	-	-	7
Administrative Support Workers	-	-	-	1	-	-	-	1
Technicians	-	-	-	-	-	-	-	-
Grand Total	8	-	-	4	-	-	-	12

Promotions/Transfers

During this reporting period, there were two (2) transit-related employees that transferred to another City department, two (2) transit-related employees that transferred within the department, and one (1) transit-related employee that was promoted. In the Professionals job category, one (1) Asian female and one (1) White female transferred to positions within the department, one (1) Asian female transferred to another City department, and one (1) Asian male was promoted. In the Administrative Support Workers job category, one (1) Asian female transferred to another City department.

Female Promotions/Transfers								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	1	-	-	2	-	-	-	3
Administrative Support Workers	-	-	-	1	-	-	-	1
Technicians	-	-	-	-	-	-	-	-
Grand Total	1	-	-	3	-	-	-	4

Appendix K

Male Promotions/Transfers								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	-	-	-	1	-	-	-	1
Administrative Support Workers	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	-	1	-	-	-	1

Combined Promotions/Transfers								
Job Categories	White	Black	Hispanic	Asian	NHPI	AIAN	Multi or Unknown	Total
Officials and Managers	-	-	-	-	-	-	-	-
Professionals	1	-	-	3	-	-	-	4
Administrative Support Workers	-	-	-	1	-	-	-	1
Technicians	-	-	-	-	-	-	-	-
Grand Total	1	-	-	4	-	-	-	5

Department of Transportation Services

DTS EEO Transit-Related Employee Data Capture Sheet

Name: _____ Position Title: _____

Appointment type (permanent/contract): _____

Full/Part time: _____ Sex (M/F): _____

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees in transit-related positions to voluntarily self-identify their race or ethnicity. Please keep in mind that this information is strictly voluntary. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. Thank you.

Race and ethnic identification (please choose only one):

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. _____

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. _____

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa. _____

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. _____

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races. _____

Appendix M

PRINT – FIRST & LAST NAME

DEPT/Division

SIGNATURE – Receipt and Acknowledgement

DATE

Acknowledgement of Receipt Form

I, _____ hereby acknowledge that I received a
(PRINT – FIRST & LAST NAME)
copy of the following City Policy indicated with **my initials**:

✓ DTS Equal Employment Opportunity Policy
Statement

(INITIALS)

✓ Drug-Free Workplace Policy

(INITIALS)

Please file in the employee's personnel folder!

Appendix N

DTS EEO Exit Interview

Date: _____

Gender: _____

Race/Ethnicity: _____

Division: _____

Position: _____

Approximate Years or Months at DTS: _____

Primary Reason for Leaving: _____

Which aspects of your job did you enjoy most: _____

Which aspects of your job did you enjoy least: _____

Employment discrimination based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected class is an unlawful practice. Were you subject to any employment discrimination or perceived discrimination while at DTS? If yes, please explain. _____

What constructive suggestions do you have for improving employment at DTS?

Employee Signature

DTS EEO Officer

Appendix O

**EEO Interview Panel and New Hire Briefings,
and Exit Interviews**

Interview Panel Briefings	
Year	Number of Briefings
2019	9
2020	10
Total	19

New Hire Briefings	
Year	Number of Briefings
2019	18
2020	21
Total	39

Exit Interviews	
Year	Number of Interviews
2019	9
2020	12
Total	21

Appendix P

LIST OF SUBRECIPIENTS AND CONTRACTORS

The City and County of Honolulu (City) has oversight and monitoring responsibilities for the following agencies:

1. **Honolulu Authority for Rapid Transportation (HART)** – HART is a semi-autonomous agency and is responsible for the construction of the City's rail project. However, the City has an overall responsibility for this project and is tasked with federal oversight of its programs, including their EEO program.
2. **Oahu Transit Services, Inc. (OTS)** – OTS is not a subrecipient or contractor of the City, but an instrumentality of the City, and is responsible for operations and maintenance of the City's fixed route and paratransit programs. Since FTA funds are used to operate and maintain these public transit services, the City has oversight and monitoring responsibilities for their EEO program.

Appendix Q

City and County of Honolulu

Complaint Form for Reporting
Discrimination, Harassment or Sexual Harassment

CITY EMPLOYEE'S NAME: _____ Work Phone: _____

Position: _____ Department: _____

Supervisor: _____

1. On (date) _____ at (place) _____
the following happened:

2. I believe what is described above is sexual harassment and/or prohibited discrimination in the
work place because:

3. I would like to have the following corrective action taken by management to resolve my
concerns in this matter:

Appendix QComplaint Form
Page 2

4. I believe the following persons can contribute information on this matter:

Name	Title	Work Phone	Home Phone
------	-------	------------	------------

5. I have discussed my concerns on this matter with the following persons (supervisors, other management officials, union representatives, or co-workers, as appropriate)

Name	Title	Work Phone	Home Phone
------	-------	------------	------------

6. I understand the City and County of Honolulu will investigate this matter and, as much as possible, keep the details of the situation confidential. Once completed, I shall be informed of the findings. I understand that management does not make any promises of a specific action that may be taken against the alleged harasser; however, appropriate action will be taken based on the results of the investigation.

Signature _____	_____
	(Date)

7. Received by: _____
- | | |
|--------|---------|
| (Name) | _____ |
| | (Title) |

Signature: _____	_____
	(Date)

Note: Provide a copy of this record to the complaining party; the original becomes part of the official investigative file.

City and County of Honolulu
Department of Transportation Services

DTS COMPLAINANT CONSENT/RELEASE FORM

Your Name: _____

Address: _____

Please read information below, initial the appropriate space, and sign and date this form on the lines at the bottom of this form.

As a complainant, I understand that in the course of a preliminary inquiry or investigation it may become necessary for the Department of Transportation Services (DTS) to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of DTS to honor requests under the Freedom of Information Act. I understand that it might be necessary for DTS to disclose information, including personally identifying details, which it has gathered as a part of its preliminary inquiry or investigation of my complaint. In addition, I understand that as a complainant I am protected by federal regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes enforced by the federal government.

CONSENT/RELEASE

Initial on the above
If you give consent

CONSENT GRANTED: I have read and understand the above information and authorize DTS to reveal my identity to persons at the organization or institution under investigation and to other Federal agencies that provide Federal financial assistance to the organization or institution or also have civil rights compliance oversight responsibilities that cover that organization or institution. I hereby authorize DTS to receive material and information about me pertinent to the investigation of my complaint. This release includes, but is not limited to, applications, case files, personal records, and medical records. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and I do so voluntarily.

Initial on the above
If you deny consent

CONSENT DENIED: I have read and understand the above information and do not want DTS to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and consent information about me, pertinent to the investigation of my complaint. I understand that this is likely to make the investigation of my complaint and getting all the facts more difficult and, in some cases, impossible, and may result in the investigation being closed.

Signature _____

Date _____